



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, 22D SIGNAL BRIGADE
UNIT 29500
APO AE 09175-9500

AETV-SBH-CO

12 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 10, Soldier and Family Time

1. References: Army in Europe Command Policy Letter 10, Soldier and Family Time, 19 March 2003.
2. Service Members spend the majority of their time carrying out a variety of duties. Considering the personal needs of Soldiers, civilian employees, and family members is critical to our over mission accomplishment and our combat readiness.
3. Soldier and Family Time, know as "**Highlander Time**," includes all assigned and attached personnel, including commanders. Senior leaders must ensure that all Service Members leave work at 1500 every Thursday with the following exceptions:
 - a. Meet security, guard, and staff duty requirements.
 - b. Staff Dining Facilities.
 - c. Meet other essential or emergency duties.
3. Alternate Highlander time is designated as Fridays at 1500.
4. This policy will be strictly enforced and is designed to redce the time soldiers spend away from their section and away from training.
5. EAGER ELITES!

CHARLES D. SMITH
CPT, SC
Commanding

Distribution:

A